



NOTARY CLASS REGISTRATION FORM

Person to Attend Notary Training Class

First Name: Last Name:

Home Mailing Address:

Street or P.O. Box City State Zip Code

Daytime Phone: (please include area code)

E-mail Address:

Notary Training Class Requested

Date: Time:

Class Location:

*****Verify class availability before submitting this registration form.*****

THERE IS A \$45.00 FEE

Payment for class must accompany this registration form.

Method of payment attached: ☐ Check ☐ Credit Card Checklist Form

Class registration forms received without appropriate funds will be rejected.

ATTENTION:

- * If you do not attend your reserved class, your payment is forfeited.
- * **Confirmation letters *MUST*** be presented at the door or you will be asked to pay at the time of class. Refunds will be issued for duplicate payment.
- * If you have not received your confirmation notice, you may call and verify your registration *36 hours before* the scheduled class by contacting our Customer Service Division at (775) 684-5708.
- * Once you are registered for a class there is a \$10.00 fee to switch to another class. Transfers to another class ***must*** be completed no later than 7 working days before the registered class.
- * Any and all changes ***must*** be submitted more than 7 working days before the date of the registered class. *No refunds can be issued if the request is received after the 7 working day deadline.*

Remit to: Secretary of State, Notary Training
101 N. Carson Street, Suite 3
Carson City, NV 89701-3714

Phone: (775) 684-5708
Fax: (775) 684-7141